

T-726

6
AUG 23 1991
CONT. CONT.
DASH



Volume 1

TREASURY FINANCIAL MANUAL

Financial Management Service
Department of the Treasury

LOC Note: copied table of contents + intro. Vol. 1 is
several inches thick.

TREASURY FINANCIAL MANUAL FOR GUIDANCE OF DEPARTMENT'S AND AGENCIES

TABLE OF CONTENTS FOR VOLUME I

Part	Chapter	Title
1		INTRODUCTION
	1000	Purpose and Plan of Volume I
	2000	Accounting Forms in I TFM
2		CENTRAL ACCOUNTING AND REPORTING
	1000	Introduction
	1500	Description of Accounts Relating to Financial Operations
	2000	Nonexpenditure Transactions
	2500	Expenditure Transactions Between Appropriation, Fund, and Receipt Accounts
	3100	Reports of Disbursing Officers of the United States
	3200	Foreign Currency Accounting and Reporting
	3300	Reports of Agencies for which the Treasury Disburses (SF 224)
	3400	Internal Revenue Collections
	3500	Daily Balance Wire for Internal Revenue Service
	3600	Customs Collections
	3900	Integration of Accounting Results
	4100	Federal Agencies' Financial Reports
	4200	Reports by Agencies on Unexpended Balances of Appropriations and Funds (TFS Form 2108)
	4300	Reporting Instructions for Accounts that are Invested in Department of the Treasury Securities
	4400	Report on Obligations (SF 225)
	4500	Grants, Loans, Credits, and Contingent Liabilities Involving Foreigners
	6100	Contract Authority
3		PAYROLLS, DEDUCTIONS, AND WITHHOLDINGS
	1000	Introduction
	2000	Payroll Vouchers
	3000	Payments to the Office of Personnel Management for Health Benefits, Group Life Insurance, and Civil Service Retirement
	4000	Federal Income and FICA Taxes
	5000	Withholding of District of Columbia, State, City, and County Income or Employment Taxes
	6000	United States Savings Bonds, Series EE
	7000	Allotments and Assignments of Pay
	8000	Payments of Net Pay to Financial Organizations for Credit to Accounts of Employees
	9000	Allotments of Pay for Savings Accounts
4		DISBURSING
	1000	Introduction
	2000	Check Issue Disbursing Procedures
	2500	Treasury Financial Communications System Payments
	3000	Imprest Fund Cash Held at Personal Risk By Disbursing Officers and Cashiers

Part	Chapter	Title
	4000	Reimbursement Forms and Procedures for Cash Purchases and Payments
	4500	Governmentwide Credit Cards
	5000	Requisitioning, Preparing, and Issuing Treasury Checks
	6000	Checking Accounts with the United States Treasury
	6500	Magnetic Tape Check Issue and Reporting Level 8
	7000	Cancellations, Deposits, and Claims for Checks Drawn on the United States Treasury
	8000	Designated Depository Checking Accounts
	9000	Foreign Exchange
5		DEPOSIT REGULATIONS
	1000	Introduction
	2000	Checks and Cash Received in Collections
	3000	Deposit Ticket
	4000	Making Deposits
	4500	Treasury Financial Communications System Deposits
	4600	Treasury Automated Lockbox Network
	4700	Credit Card Collection Network
	5000	Uncollected and Lost Checks
	6000	Disposition by Agencies within the United States of Foreign Currency and Checks Drawn on Foreign Banks
6		OTHER FISCAL MATTERS
	1000	Introduction
	2000	Cash Advances Under Federal Grant and Other Programs
	2500	Letter of Credit - Treasury Financial Communications System
	3000	Payments of Unclaimed Moneys and Refund of Moneys Erroneously Received and Covered
	5000	Simplified Intragovernmental Billing and Collection (SIBAC) System
	6000	Payment Procedures Upon Expiration of an Appropriation or a Continuing Resolution
	7000	Reporting Integrated Funding Transactions of Federal Assistance Programs
	8000	Cash Management
	9000	Securing Government Deposits in Agency Accounts
	10000	On-Line Payment and Collection (OPAC) System

I TFM 1-1000

CHAPTER 1000 - PURPOSE AND PLAN OF VOLUME I

Section 1010 - SCOPE AND APPLICABILITY

Volume I of the Treasury Financial Manual (TFM) is the official publication through which the Financial Management Service (FMS) of the Fiscal Service, Department of the Treasury, issues codified instructions for the guidance of departments and agencies of the Federal Government.

1010.10 - Volume I. Instructions for the guidance of departments and agencies of the Federal Government and other concerned parties in the areas of central accounting and reporting, payrolls, deductions, and withholdings, disbursing, deposit regulations, and other fiscal matters.

1010.20 - Other TFM Volumes. Additional volumes of the TFM in publication are:

- Volume II - Instructions for the guidance of Federal Reserve banks in the areas of deposit documents, the account of the U.S. Treasury, Federal tax deposits, Treasury tax and loan accounts, letters of credit, Treasury checks, food stamp coupons, the Treasury Financial Communications System (TFCS), and other fiscal agency matters.
- Volume III - Procedures to be followed by Treasury Limited Depositories in accepting deposits from any Federal agency specifically authorized by FMS. Volume III is currently under development and not yet in circulation.
- Volume IV - Instructions for the guidance of institutions that qualify as "Treasury Tax and Loan Depositories" and "Depositories for Federal Taxes."
- Volume V - Codified instructions for depositories within the 50 United States (domestic depositories).
- Volume VI - Instructions for the guidance of the depositories outside the United States (overseas depositories).

1010.30 - Availability. Each volume of the TFM has its own selected distribution. See I TFM 1-1050 for information concerning distribution of Volume I. Volumes II through VI are not available to agencies.

Section 1015 - AUTHORITY

Since 1789, the Secretary of the Treasury has been required by law to maintain accounts and make reports on all receipts and disbursements of the Federal Government. More explicit responsibilities of the Secretary of the Treasury in the area of accounting and reporting for the Federal Government are set forth in 31 U.S.C. 331 and 3513. Other statutes and Executive orders specifically place regulatory responsibility with the Department of the Treasury for the other subject matter covered in the TFM. These responsibilities have been delegated to FMS by the Fiscal Assistant Secretary.

Pertinent authority references are included throughout the parts, chapters, and other divisions of the TFM.

Section 1020 - AREAS OF COVERAGE

1020.10 - Description of Parts. Volume I of the TFM is divided into six parts:

- Part 1 - Introduction: Scope, application, and general organization of the TFM, and accounting forms in I TFM prescribed by FMS and other Government agencies.
- Part 2 - Central Accounting and Reporting: Requirements for the form, content, and submission of financial data required by FMS to fulfill its central accounting and reporting responsibilities for the financial operations of the Federal Government.
- Part 3 - Payrolls, Deductions, and Withholdings: Requirements and standard voucher forms pertaining to payrolls; withholding Federal, State, and local income taxes; purchases of U.S. savings bonds; health benefits; insurance; other classes of deductions or allotments; and other matters pertinent to payrolls.

- Part 4 - Disbursing: Requirements for vouchering payments made by check and cash, TFCS payments, checking accounts with Treasury or general depositories, cancellation, claims, and other matters pertaining to Treasury checks.
- Part 5 - Deposit Regulations: Requirements and standard forms for the deposit of public moneys through the depository system of the Federal Government, including TFCS deposits.
- Part 6 - Other Fiscal Matters: Procedures and forms to be used by Federal agencies for those fiscal matters which, because of the particular subject matter involved, require special instructions not covered in other parts of the TFM.

1020.20 - Appendices. In addition to the six parts described in I TFM 1-1020.10, the TFM contains the following appended material:

- Treasury Department Circulars (TDCs) in the general fiscal series, which contain policy guidelines, are appended to the first chapter of the particular parts of the TFM to which they apply. In addition, a list of all TDCs referenced in I TFM is provided in Appendix No. 1 to this chapter. The appendix includes the number and title of the TDC, the Code of Federal Regulations citation, where applicable, and the appropriate I TFM chapter reference(s).
- Facsimiles of forms and other appended material are used to provide pertinent exhibits for chapters of the TFM. Lists of accounting forms in I TFM prescribed by FMS or other Government agencies are shown in the appendices to I TFM 1-2000.

1020.30 - TFM Bulletins. Bulletins are issued to convey material of a one-time or temporary nature; they are also used as an expedient method for issuing instructions or requirements, which are to be codified in the TFM at a later date.

Bulletins are signed by the Commissioner, FMS, are sequentially numbered by fiscal year of issue, bear suggested retention dates, list superseded or rescinded material, and are appended to the volume as a whole. Codification will be accomplished by the retention date specified in the bulletin.

The first bulletin issued in each fiscal year, for example, Bulletin No. 88-01, provides a current list of bulletins that are to be retained.

Section 1030 - ARRANGEMENT

1030.10 - Tables of Contents. Tables of contents are provided for the volume and parts.

1030.20 - Divisions. The TFM is divided into parts, chapters, sections, paragraphs, and subparagraphs. Each part represents a major area of coverage (I TFM 1-1020.10); each chapter covers a specific area within the part. Chapters are divided into sections that may be further divided into paragraphs and subparagraphs.

1030.30 - Numbering. A numbering system is used to identify material in the TFM as follows:

Volume	I
Part	1
Chapter	1000
Section	1010
Paragraph	1010.10
Subparagraph	1010.10a

1030.40 - Cross References. Significant cross references to the TFM are provided throughout the text; e.g., I TFM 1-1030.40.

1030.50 - Page Designations. Pages are designated by part, chapter, and page in parentheses at the bottom of each page; for example, the ninth page of Part 3, Chapter 6000, appears as (3-6000-9). Each page also features the volume number in the upper left-hand corner and the transmittal letter number in the upper right-hand corner.

1030.60 - Assembly. The TFM is furnished with holes punched for easy assembly in conventional three-ring binders.

Section 1040 - TRANSMITTAL LETTERS

Changes or additions to the TFM released under transmittal letters are signed by the Commissioner, FMS and dated and numbered sequentially. Each transmittal letter summarizes the material being transmitted, provides instructions for the addition or substitution of material, and specifies any regulations or published instructions that are superseded or rescinded. Transmittal letters are designed to be discarded as soon as the transmitted material is filed in the TFM. Bulletins do not have transmittal letters. Bulletins are prepared in a typewriter-like format and signed by the Commissioner, FMS. They are sequentially numbered by the fiscal year for issue and have suggested retention dates.

A checklist is provided for recording the date of receipt and incorporation of all changes to the TFM. New checklists are provided as required.

Section 1045 - SUPPLEMENTS

A supplement contains additional guidance on a subject covered in the TFM. This guidance generally consists of lists of references, tables, or figures. When issued as a supplement, it provides a ready reference easier to use because the information is contained in one document rather than included within the body of the TFM. Supplements are always referenced in the TFM. A list of supplements issued to date are at Appendix 2.

Section 1050 - DISTRIBUTION

1050.10 - Agency Location Codes (ALCs) and Agency Designated Receiving Points. Copies of Volume I of the TFM, including additional and revised pages, are sent to the ALCs. Copies are also sent to the designated receiving point of each department or agency.

1050.20 - Agency Liaison Official. Each agency should designate a liaison official to approve requests, other than ALCs, for copies of the volume. The liaison official should have sufficient authority to deny requests that are considered unnecessary or excessive.

Section 1095 - INQUIRIES

1095.10 - Inquiries Section. Each TFM transmittal letter, chapter, and bulletin includes an Inquiries Section, which provides the address and telephone number of the office responsible for inquiries concerning the subject matter of the release. A consolidated list of contacts for the TFM, Volume I, is at appendix 3.

1095.20 - Other Inquiries. Names, addresses, and telephone numbers of other offices are listed within the body of TFM releases following specific or technical material relating to a particular area of responsibility. Any questions concerning that material should be directed accordingly.

1095.30 - TFM Citations. Inquiries concerning the subject matter should fully cite the pertinent TFM reference; e.g., I TFM 1-1010.10.

1095.40 - Inquiries. Inquiries concerning this chapter and all requests concerning distribution of Volume I, including changes of address or quantity should be sent to:

Reports Management Branch
Financial Management Service
Department of the Treasury
Liberty Center
Attn: GAO Building, Rm. 3118
Washington, DC 20227
(Telephone 202-566-9419)